

# NEW MEXICO JUNIOR COLLEGE

## BOARD MEETING

Tuesday, August 7, 2001

**Zia Room - Library**

1:30 p.m.

### AGENDA

- |   |              |
|---|--------------|
| A. Welcome  | Mr. Newman   |
| B. Adoption of Agenda                                 | Mr. Newman   |
| C. New Business                                       |              |
| 1. Personnel Consideration - Professor of Music       | Dr. McCleery |
| 2. Personnel Consideration - Professor of Cosmetology | Dr. McCleery |
| 3. Personnel Consideration - Coordinator of Payroll   | Dr. McCleery |
| D. Public Comments                                    | Mr. Newman   |
| E. Announcement of Next Meeting - August 30, 2001     | Mr. Newman   |
| F. Adjournment  | Mr. Newman   |

NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8/3/01

Candidate's name Ronnie Gray

Position title Professor of Music

New position  Existing position Classification  Faculty  Professional  Other

Is candidate related to another NMJC employee?  yes  no If so, to whom

Effective date of employment 8/13/01 Standard contract length  12 mos.  9 mos.  other

Funding source Divisional operating budget

Paid advertising beyond \*standard Standard

(\* Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$27,807.00 - \$44,493.00 Recommended annual salary \$34,000.00 Prorated salary  yes  no (Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11-410

Recommended and approved by:  
Mickey D. Best Mickey D. Best  
Supervisor

Vice President

Steve McCreary  
Dean/Director  
President

Selection Committee Members: Chris Eubank  
Sue Bennett  
Marcia Galyean  
Laura Cofer

Comments: Mr. Gray's education and experience meets the minimum qualifications for the position as advertised.

## **ABBREVIATED RESUME**

### **Position**

Professor of Music

### **Personal Data**

Name: Ronnie J. Gray

### **Education**

A.A., New Mexico Junior College, Hobbs, NM, 1986

B.M.E., Eastern New Mexico University, Portales, NM, 1992

### **Professional Experience**

New Mexico Junior College, Hobbs, NM 8/99 to Present  
Part-time Voice Professor

Lovington Public Schools, Lovington, NM 8/96 to Present  
Music Instructor

Disney Store, Lubbock, TX 7/94 to 8/96  
Part-time Cast Member

Lubbock Independent Schools, Lubbock, TX 8/95 to 5/96  
Temporary Substitute Teacher

Movies 16, Lubbock, TX 7/93 to 8/95  
Assistant Manager

### **Licenses**

Teaching License, 1998

## NEW MEXICO JUNIOR COLLEGE INTEROFFICE MEMORANDUM

**From:** Steve Davis, Dean, Business & Technology  
**To:** New Mexico Junior College Board Members  
**Subject:** Request for New Cosmetology Professor Position  
**Date:** August 2, 2001

Since the approval of the 2001-2002 NMJC budget by the Board, and the associated new faculty positions, it has become necessary to provide additional instructional capability in the area of Cosmetology. In late April and early May I became aware of the reality that approximately eight (8) of last years AVHS Junior level Cosmetology students would be returning at the Senior level (see attached). This presents a problem due to the fact that there will also be approximately thirteen (13) first year students in the program on the same days and at the same times. This is unacceptable according to the New Mexico Board of Cosmetology. First, this exceeds the maximum number of students that may be supervised by one instructor (state mandated ratio is 20:1) and second, one instructor is incapable of teaching both the first and second level of the curriculum at the same time on the same days. The resulting dilemma is: if an additional teaching position is not approved NMJC will have to deny access to either the eight (8) second year students or the thirteen (13) first year students. My preference would be to drop the thirteen (13) first year students as I feel we definitely have a commitment to those students who have already completed a major portion of the curriculum. Should removal of some of these students become a necessity it will have a detrimental effect on next years enrollments in the AVHS classes. Also, the AVHS classes are "feeder" classes for the college's cosmetology program.

Additionally, based on a conversation with Ms. Martha Weller, Director of Cosmetology, the morning of August 2, 2001, it is my understanding that we currently have forty-nine (49) students admitted into the college cosmetology program for the fall of 2001. This results in the program being over its limit by nine (9) students. Ms. Weller and I planned to cover this overage by hiring a part-time instructor. Ms. Weller, after an extensive search, has been unable to procure a part-time instructor. All of the individuals contacted were already employed full-time and the schedule and reimbursement for a part-time instructor was unacceptable. If NMJC is unable to provide an additional instructor we will have to drop nine (9) students from the fall 2001 semester. Additionally, Ms. Weller informed me that should we be able to provide an additional instructor we can keep the nine (9) currently enrolled students. She has an additional fifteen (15) students on a waiting list and we will be able to admit most if not all of them in the fall of 2001.

As a result of the above information, the Business & Technology Division requests that the Board approve a new full-time, one-year only, Cosmetology professor position. Again, this position will be limited to one-year only and will include full benefits. No additional funds need be allocated for this position as it will be funded through budget saving from other positions and overload reductions. It is the intent of the Business & Technology Division to make this position a high priority when presenting the 2002-2003 budget requests.

Thank you for your consideration of this matter.

# Proposed AVHS Enrollment

2001-2002

2001 Fall - May 1, 2001

7/13/01	Instructor	Tatum	Lovington	Hobbs	Eunice	Jal	Totals	Max.
<b>AM Classes</b>								
Automotive I	Gilcrease			6		4	10	18
Intro. to Graphic Arts	Kriftcher		1	3			4	10
Micro. Repair & Upgrade I	Adams			5		1	6	20
Cosmetology I	Vick			16		1	17	20
Health Occupations I	Murphy			28			28	18
EMT-Basic I	Youngblood			3			3	22
Welding I	Moghaddam			5		3	8	18
<b>Sub-Totals</b>				<b>66</b>		<b>9</b>	<b>76</b>	<b>126</b>
<b>PM Classes</b>								
Automotive I	Gilcrease	2	16		4		22	18
Culinary Arts I	Browning	1	13	1			15	18
Animation I	Kriftcher		7	9	1		17	18
Intro. to CAD	Wilson		3	7	1		11	18
Advanced CAD	Wilson		1	2			3	5
Micro. Repair & Upgrade I	Adams		4	4	1		9	20
Cosmetology I	Vick	2	1	9	1		13	18
Cosmetology I I I	Vick			8			8	15
Health Occupations I	Murphy	2	18	2	7		29	20
EMT-Basic I	Youngblood		5				5	22
Welding I	Moghaddam	1	7		1		9	18
<b>Sub-Totals</b>		<b>8</b>	<b>75</b>	<b>42</b>	<b>16</b>		<b>141</b>	<b>190</b>
<b>Grand Totals</b>		<b>8</b>	<b>75</b>	<b>108</b>	<b>16</b>	<b>9</b>	<b>217</b>	<b>316</b>

# NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 8/2/01

Candidate's name Shelby Gowen

Position title Professor of Cosmetology

New position  Existing position Classification  Faculty  Professional  Other

Is candidate related to another NMJC employee?  yes  no If so, to whom

Effective date of employment 8/13/01 Standard contract length  12 mos.  9 mos.  other

Funding source Institutional

Paid advertising beyond \*standard N/A  
(\* Standard: Direct Mail to approximately 65 colleges in a 5-state region, NM Dept. of Labor, NMJC Website & KLMA Radio)

Based on education  
Posted salary range & experience Recommended annual salary \$25,000.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2011-11518 - 100%

Recommended and approved by:

Supervisor [Signature]  
Vice President 8-3-01

Dean/Director [Signature: Steve M. Davis]  
President [Signature: Steve M. Cleary]

Selection Committee Members: Steve Davis  
Martha Weller  
\_\_\_\_\_  
\_\_\_\_\_

Comments: Ms. Gowen meets the requirements of this position.

## **ABBREVIATED RESUME**

### **Position**

Professor of Cosmetology

### **Personal Data**

Name: Shelby L. Gowen

### **Education**

A.A.S., New Mexico Junior College, Hobbs, NM, 1999

### **Professional Experience**

Clovis Community College, Clovis, NM 8/00 to 5/01  
Part-time Cosmetology Instructor

Merrill Gardens Beauty Shop 6/00 to 7/00  
Cosmetologist

South West Beauty Systems, El Paso, TX 6/99 to 5/00  
Part-time Sales Lea County

New Mexico Junior College, Hobbs, NM 6/99 to 5/00  
Part-time Professor of Cosmetology

Hair and Body Clinic, Hobbs, NM 9/98 to 4/00  
Cosmetologist

Pro Snips, Hobbs, NM 6/98 to 9/98  
Cosmetologist

Jewel Osco, Hobbs, NM 2/97 to 4/98  
Part-time Drug Clerk

### **Licenses and Certificates**

Cosmetology Licenses, 1998  
Instructor Licenses, 1999  
Pivot Point Symposium, 2001



NEW MEXICO JUNIOR COLLEGE  
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 7-25-01

Candidate's name Donna S. Morley

Position title Coordinator of Payroll

New position  Existing position Classification  Faculty  Professional  Other

Is candidate related to another NMJC employee?  yes  no If so, to whom

Effective date of employment 8-20-01 Standard contract length  12 mos.  9 mos.  other

Funding source NMJC Operating Budget - Business Office

Paid advertising beyond \*standard None

(\* Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$17,829 - \$22,286 Recommended annual salary \$22,286.00 Prorated salary  yes  no  
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-14-110

Recommended and approved by:

Daly Beran  
Supervisor

Dan Hardin  
Vice President

Dean/Director

Steve McCleery  
President

Selection Committee Members: Beran, Deby

Brown, Lisa

Hardin, Dan

LaGrave, Wanda

Salazar, Amparo

Comments: Ms. Morley meets the requirements for this position.

## **ABBREVIATED RESUME**

### **Position**

Coordinator of Payroll

### **Personal Data**

Name: Donna S. Morley

### **Education**

A.S., Clovis Community College, Clovis, NM, 1997

### **Professional Experience**

Johnson, Miller & Co, Hobbs, NM Staff Accountant	3/00 to Present
Pam Lackey, CPA, Lovington, NM Bookkeeper	12/99 to 3/00
Evans, Harmon & Co., Hobbs, NM Bookkeeper	9/98 to 11/99
Lea County State Bank, Hobbs, NM P-T Temporary Help	5/98 to 8/98

### **Organizations**

Lea County Womens Network



# New Mexico Junior College

## Career Opportunities

**Position Announcement • June, 2001**

**Position Title:** Coordinator of Payroll

**Position Description:** The Coordinator of Payroll is responsible to the Accounting Supervisor. The duties and responsibilities of the Coordinator of Payroll shall be, but are not limited to, the following: (1) generate a semi-monthly payroll for approximately 500 professional employees, faculty, staff, part-time employees and work study students; (2) calculate prorated salary for new hires, leave without pay and separating employees for approval by the Accounting Supervisor; (3) prepare and submit reports relating to the College's payroll in a timely and accurate manner, in hard copy and electronic/magnetic media format; (4) calculate payroll tax deposits and submit; (5) submit direct deposit transfers by modem; (6) Maintain accurate salary account distributions; (7) ensure all salary withholdings and deductions are withheld and remitted in a timely and accurate manner; (8) prepare funds transfer deposits and check requisitions for remitting deductions; (9) calculate and maintain records of accrued balances for employee sick leave and vacation; (10) calculate and verify time sheets and overtime pay; (11) maintain employee records relating to payroll; (12) maintain written procedures manual; (13) assist in reconciling the payroll files to fiscal general ledger balances on a monthly basis; and (14) train alternate personnel to be backup for the payroll function.

**Qualifications:** Bachelor's degree in accounting, business administration or related field preferred. All degrees must be from a regionally accredited institution. Three or more years experience is preferred in one of the following: (1) administration of a payroll consisting of at least 50 employees, (2) high-volume accounting setting, or (3) public accounting experience in payroll. The position requires critical thinking skills, analytical ability and attention to detail. The candidate must demonstrate a high level of computer proficiency and strong skills in typing, ten-key, filing, and office management/organization.

**Salary/Benefits:** This is a 12-month professional position. Salary range is \$17,829 - \$22,286 depending upon education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

**Application Deadline:** July 13, 2001 at 5:00 p.m., MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

**To Apply:** Submit an NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment, and three or more letters of reference to:

**Lisa Brown**  
**Director of Human Resources**  
**New Mexico Junior College**  
**5317 Lovington Highway**  
**Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

**"Equal Opportunity Education and Employment"**

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

## APPLICANT LIST

**Position:** Coordinator of Payroll

<b><u>Applicant</u></b>	<b><u>Interview</u></b>	<b><u>Offer</u></b>	<b><u>Remark</u></b>
Morley, Donna	Yes	Yes	Start date: pending Board approval.
Chenault, Keitha	No	No	